

PANJAB UNIVERSITY, CHANDIGARH

From:
The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To,
The Principal/s,
All the Colleges affiliated to
Panjab University, Chandigarh.

No. **23498-23617/C**

Dated: 20.11.2014

Subject: Guidelines for the Conduct of Practical Examinations of B.A./B.Sc./B.C.A./B.Com-1st Semester December, 2014 w.e.f. 04.12.2014 to 10.12.2014 (Before Theory Exams.).

Dear Sir/Madam,

I am to inform you that the practical examinations of undergraduate classes 1st Semester for December, 2014 examinations will commence w.e.f. 04.12.2014. A copy of the date-sheet is enclosed. Kindly inform all concerned accordingly. For the smooth and efficient conduct of these practical examinations, the following important functions require your immediate/utmost attention:-

1. APPOINTMENT OF EXAMINERS FOR B.Sc. 1st Semester.

No examiners whether internal/external will be appointed by the university only the Principals of the Concerned Colleges are authorized to appoint the examiners wherever required.

NOTES:

1. A person teaching a particular course/class would not be appointed as practical examiner for that particular class in that year.
2. Teachers from other colleges available within the city/town and even retired teachers locally available could be appointed as practical examiners, if so required.

While appointing teachers for the conduct of various undergraduate practical examinations, the following points may kindly be kept in view: -

- i) No person whose relations is appearing in the examination should be appointed. For this purpose "relation" shall mean-wife, husband, son, daughter, brother, sister, husband's father, mother, husband's sister/brother, wife's father/mother, wife's sister/brother, nephew, niece, grand-son, grand-daughter, son-in-law, daughter-in-law.
- ii) Any person/lab. staff disqualified from any type of University work be not appointed in any capacity in the practical examination.

2. B.Com 1st Semester

The following instruction in respect of BCM 102: English and Business Communication Skills of B.Com. 1st Semester:

1. BCM 102: The Viva-voce examination of 10 Marks will include Debate, Declamation and Personal Interview.

The necessary arrangement for conducting this viva-voce examination consisting of Debate, Declamation, Personal Interview and Group Discussion would be made by the concerned college.

2. QUESTION PAPERS:

No question papers will be sent by the university these will be set on the spot by the examiners at college level.

3. ARRANGEMENT OF LABORATORIES AND EQUIPMENT:

Kindly make necessary arrangements for providing laboratories and equipment/instruments required for the conduct of practical examinations, well before the commencement of practical examinations.

4. APPOINTMENT OF LABORATORY STAFF:

Appointment of laboratory staff be made well in time under intimation to the undersigned.

5. GROUPING OF CANDIDATES/INFORMATION TO THE CANDIDATES:

The candidates must be informed about the particular and specific group, date, time and place of their practical examinations. **Their signatures may kindly be positively obtained in token of having noted the same by them.**

Contd.....P/2

6. SIMULTANEOUS DATES OF PRACTICAL EXAMINATIONS:

The dates of practical examinations as given in the date-sheet in some subject/s are simultaneous. As such, the principals are requested to ensure that:-

- i) Practical examinations in two subjects of candidates are not fixed on one and the same date/time.
- ii) The candidates who are required to take examinations in the subject/s at some other station/s, should be grouped in such a manner that they are able to reach those station/s centre/s well in time.

7. PRESERVATION OF NOTE-BOOK/ANSWER-BOOKS:

The practical note-book be returned to the candidates after the examination, fully punched at least at two places. Answer-books for the practical examinations however, must be preserved by the principal in a sealed cover for one year, after which these be returned to the Assistant Registrar (Conduct) in the University office.

8. SUBMISSION OF AWARD-LIST BY THE PRACTICAL EXAMINERS:

The award lists for practical examinations (on CD alongwith hard copies, award lists filled by the examiners) will be received by Assistant Registrar (Computer Unit), Aruna Ranjit Chandra Hall, Panjab University, Chandigarh on 18.12.2014. The hard copies of these award lists shall be preserved by the principals of the colleges for a period of two years from the date of each practical examinations.

9. PAYMENT BILLS:

Consolidated Proforma for practical examinations should also be submitted on the same day on the prescribed proforma duly countersigned by the principal of the college. It is pertinent to mention that only one line be used of the proforma for each examiner (external or internal). The principal shall also send the list of examiners along with their addresses (both official and residential) to Assistant Registrar (Conduct) immediately after conduct of the practical examinations. A copy of such lists shall also be retained in the colleges for a period of 2 years for future reference, if need be.

10. PAYMENT OF TA/DA TO THE EXAMINERS:

T.A./D.A. bills for the conduct of practical examinations should be submitted on the same day, on the prescribed T.A. bill proforma. Payment of T.A. may be made as per T.A. rules and entitlement.

11. Practical examinations for Add-On-Courses and Hons. classes must be conducted between **04.12.2014 to 10.12.2014** on the dates convenient to you.

12. The principals while recommending the cases of left out candidates should keep in mind the following decision of the Syndicate dated **26.03.2003**:

“A candidate who due to some mishap or any other reason e.g. medical ground, court case, non-receipt of any intimation from University, late admission/eligibility and late receipt of intimation etc. misses the practical examination should report this fact within ten days from the date of termination of practical examination to become eligible to appear in June/July special practical examinations. Fee of Rs.500/- per candidate per subject will be charged for this special practical examination. The fee will be remitted by the candidate either in cash at the cash counter of State Bank of India, P.U. , Chandigarh or through payees account demand draft in favour of the Registrar, Panjab University, Chandigarh along with the application of the candidate addressed to the Controller of Examinations, Panjab University, Chandigarh-160014 for permission to appear in the special practical examination.”

Yours faithfully,

Sd/-

Asstt. Registrar (Conduct)

D.A: As above

P.S.: IMPORTANT NOTE:

THE TELEPHONIC ENQUIRIES REGARDING PRACTICAL EXAMINATIONS SHOULD BE MADE, FROM THE OFFICE OF ASSTT. REGISTRAR (CONDUCT) ON PHONE NOS. 0172-2534809, 2534810 AND 2541303 (Office) AND 2540112 (Residence).